



October 29, 2019

VIA OVERNIGHT DELIVERY

Workforce Development Agency, State of Michigan
WIOA Title I Section
Krista Johnson, Manager
201 N. Washington Sq., 5th Floor
Lansing, Michigan 48913

**Re: WARN NOTICE - MASS LAYOFF – OAKWOOD WORLDWIDE (US) LP –
FEIN # 95 2221188**

Dear Ms. Krista Johnson:

Please be advised that Oakwood Worldwide (US) LP ("Oakwood" or the "Company") is undergoing a reduction in its workforce which will result in a permanent lay off on December 30, 2019 of 3 of its employees at its facility located at 40000 Grand River Avenue, Suite 304, Novi, MI 48375, due to streamlining of the organization in light of new corporate goals.

A list of the affected job titles and number of employees per classification is attached hereto as **Exhibit 1**. The layoffs will be permanent. No union represents the affected employees, and no bumping rights will exist. The separations will be effective December 30, 2019. The site is not closing in its entirety.

For further information regarding this matter, please contact me at 1 World Trade Center, 24th Floor, Long Beach, California 90831, or via telephone at (562) 473-7383.

Sincerely,

Hortencia Garcia
Director, Employee & Labor Relations
Oakwood Worldwide (US) LP

Attachment



EXHIBIT 1

AFFECTED JOB TITLES & NUMBER OF EMPLOYEES PER CLASSIFICATION

Date of Anticipated Layoff	Location & Affected Job Titles	Number of Employees Per Classification
	Arlington OAM: 1550 Clarendon Blvd , Arlington, VA 22209	Total: 2
December 30, 2019	Sales & Marketing Rep	1
December 30, 2019	Warehouseman	1
	Baltimore Field Office: 888 Airport Park Road Suite A, Glen Burnie, MD 21061	1
December 30, 2019	Assistant Manager, Ops	1
	Boston Field Office: 1 India Street , Boston, MA 02109	Total: 6
December 30, 2019	General Manager, Market	1
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Housekeeper II	2
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Warehouseman	1
	Boston Home Services: 30 Sixth Road Suite E, Woburn, MA 01801	Total: 3
December 30, 2019	Housekeeper II	2
December 30, 2019	Manager, Operations	1
	Burbank Field Office: 10950 Sherman Way Suite #120, Burbank, CA 91505	Total: 7
December 30, 2019	Assistant General Manager, Market	2
December 30, 2019	Guest Service Rep II	2
December 30, 2019	Guest Service Rep III	2
December 30, 2019	Housekeeping Services Coordinator	1
	Charlotte Field Office: 2401 Whitehall Park Drive Suite #650, Charlotte, NC 28273	Total: 4
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Reservation Spec III	1
December 30, 2019	Utility Worker	1
	Chicago IL Field Office: 1175 Tower Road , Schaumburg, IL 60173	Total: 3
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Manager, Market	1
December 30, 2019	Manager, Operations	1
	Crystal City OAM: 400 15th Street South , Arlington, VA 22202	Total: 4
December 30, 2019	Guest Service Rep I	2
December 30, 2019	Maintenance Specialist	1
December 30, 2019	Warehouseman	1

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December 30, 2019	Dallas Field Office: 2033 Chennault Drive Suite 136, Carrollton, TX 75006	Total: 1
	Manager, Market	1
December 30, 2019	Denver Field Office: 7808 Cherry Creek Drive South Suite 404, Denver, CO 80231	Total: 1
	Manager, Operations	1
December 30, 2019	Detroit Field Office: 40000 Grand River Avenue Suite #304, Novi, MI 48375	Total: 3
	Housekeeping Services Coordinator	1
	Manager, Market	1
	Utility Worker	1
December 30, 2019	Northern VA Home Services: 6692 Fleet Drive , Alexandria, VA 22312	Total: 13
	Assistant General Manager, Market	1
	Housekeeper I	3
	Housekeeper II	1
	Maintenance Specialist	1
	Manager, Operations	1
	Office Supervisor	1
	Utility Worker	3
	Warehouseman	2
December 30, 2019	Northern Virginia: 5175 Park Stone Drive Suite 100, Chantilly, VA 20151	Total: 4
	Admin Assistant I	1
	Customer Rep I	1
	Instructional Designer	1
December 30, 2019	Oakwood Chicago River Nor: 220 W. Illinois Street , Chicago, IL 60654	Total: 1
	Sales & Marketing Rep	1
December 30, 2019	Oakwood Mountain View-MT: 881 E. El Camino Real , Mountain View, CA 94040	Total: 5
	Assistant Manager, Ops	1
	Assistant General Manager, Market	1
	General Manager, Market	1
	Guest Service Rep III	1
	Maintenance Service Coordinator	1
December 30, 2019	Oakwood Portland: 1155 NW Everett St. , Portland, OR 97209	Total: 1
	Manager, Property	1
December 30, 2019	Philadelphia Field Office: 2930 Chestnut Street Suite 715, Philadelphia, PA 19104	Total: 1
	Reservation Spec III	1
December 30, 2019	Philadelphia Home Service: 5800 Ellwood Avenue Unit K, Bristol, PA 19007	Total: 2
	Manager, Market	1
	Manager, Operations	1

	Raleigh Field Office: 991 Aviation Parkway Suite 600, Morrisville, NC 27560	Total: 7
December 30, 2019	General Manager, Market	1
December 30, 2019	Housekeeper II	4
December 30, 2019	Reservation Spec III	1
December 30, 2019	Sales & Marketing Rep	1
	Redwood City OAM: 2580 El Camino Real , Redwood City, CA 94061	Total: 1
December 30, 2019	Sales & Marketing Rep	1
	Remote Alabama: 1 World Trade Center, 24 Floor , Long Beach , CA 90831	Total: 1
December 30, 2019	Guest Service Rep II	1
	San Diego Field Office: 4863 Shawline Street Suite B, San Diego, CA 92111	Total: 2
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Manager, Market	1
	Seattle Field Office: 3215 South 116th Street Suite 121, Tukwila, WA 98168	Total: 7
December 30, 2019	General Manager, Market	1
December 30, 2019	Housekeep Services Coordinator II	2
December 30, 2019	Housekeeper II	1
December 30, 2019	Housekeep Services Coordinator	1
December 30, 2019	Utility Worker	1
December 30, 2019	Warehouseman	1
	Silicon Valley: 874 East El Camino Real , Sunnyvale, CA 94087	Total: 1
December 30, 2019	Sales & Marketing Rep	1
	Worldwide Sales & Service Center: 9630 N. 25th Avenue Suite 300, Phoenix, AZ 85021	Total: 64
December 30, 2019	A/P Processor	3
December 30, 2019	A/R Coordinator II	8
December 30, 2019	Customer Rep I	5
December 30, 2019	Customer Rep II	9
December 30, 2019	Director, Inside Sales	1
December 30, 2019	Director, WSSC Operations	1
December 30, 2019	Help Desk Technician II	1
December 30, 2019	Learning & Develop Spec	1
December 30, 2019	Manager, WSSC Operations	2
December 30, 2019	Pricing Analyst II	1
December 30, 2019	Reservation Spec I	4
December 30, 2019	Reservation Spec II	8
December 30, 2019	Reservation Spec III	7
December 30, 2019	Revenue Specialist I	2
December 30, 2019	Revenue Specialist II	1
December 30, 2019	Revenue Specialist III	2
December 30, 2019	Sales Representative	4
December 30, 2019	Supervisor, WSSC Ops	4

**Home Office Los Angeles: 1 World Trade Center, 24 Floor , Long Beach ,
CA 90831**

Total: 11

December 30, 2019	Account Executive	2
December 30, 2019	Buyer	1
December 30, 2019	Communication Services Lead	1
December 30, 2019	Director, App Systems	1
December 30, 2019	Financial Analysis Director	1
December 30, 2019	Global Sales Ops Director	2
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Revenue Manager	1
December 30, 2019	VP, Procurement	1